**JOB TITLE:** Care Assistant

**REPORTING TO:** Team Leader / Registered Nurse

**JOB PURPOSE:** To be an effective part of the professional team, whose aims are to ensure that service users nursing, personal and psychological needs are met on a daily basis helping to promote as much personal and physical independence and choice as possible.

**PRINCIPAL ACCOUNTABILITIES**

1. To be responsible for adhering to organisational policies and procedures.
2. To effectively assist in the direct and indirect care provision of all aspects of the service users assessed needs at all times. Respecting their dignity and confidentiality while promoting independence, rights choice and fulfilment
3. To help in the serving of meals and drinks, supporting service users at meal times. Ensuring that each service user receives the meal or diet that has been requested and is suitable for their dietary needs and in accordance with their individual care plan.
4. To ensure that relevant information about service users is conveyed in a timely manner to the named nurse/ Team Leader to ensure the individual plan of care may be regularly updated and appropriate care given. Paying particular attention to any changes observed in the service users’ physical, emotional or psychological wellbeing.
5. To report immediately to the person in charge any accident/incident , which may occur to a service user, member of staff or member of the public who may be visiting
6. To ensure that information about service users is promptly updated and accurately maintained in accordance with appropriate information systems. Maintaining a high level of confidentiality following guidelines as provided by GDPR.
7. To assist service users with all aspects of personal care, including washing and dressing and toileting maintaining a person centred care approach.
8. To establish and maintain positive relationships with colleagues, service users, visitors and other individuals visiting or working in the home.
9. To pay due respect to service users’ possessions and to ensure that bedrooms and communal areas are tidy and presentable
10. To assist in social activities with service users.
11. To recognise your own caring limitations and to seek guidance from the Registered Manager or Nursing staff as appropriate
12. To refer all enquiries regarding the care or condition of service users to the senior nursing staff irrespective of the source of enquiry
13. To represent the company as an honest, knowledgeable and conscientious ambassador.
14. To help maintain a safe environment for staff, residents and visitors through due diligence and compliance with health and safety and operational policies.
15. To contribute and attend team meetings, supervisions and training in order to continuously enhance your own personal development.
16. To attend all mandatory training assigned to you to ensure you are working safely and effectively in your role.
17. To undertake any other duties in order to meet personal, team and organisational objectives following consultation with the Registered Manager.
18. To escort service users to hospital, GP appointments when required.

It is expected that you will actively demonstrate the Company’s three principle behaviours:

***Be Open and Honest***

***Take Responsibility***

***Keep your Word***

This job description indicates the main duties and responsibilities of this post and is not intended as an exhaustive list. Venturi Healthcare reserves the right to amend this job description from time to time, according to the needs of the business. Any changes will be confirmed in writing. Please note that you share with Venturi Healthcare the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name and date below to indicate your acceptance of this Job Description.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_